



**MONTANA STATE HOSPITAL  
MENTAL HEALTH CENTER  
POLICY AND PROCEDURE**

**MEDICATION MANAGEMENT AND SELF  
ADMINISTRATION -- TRANSITIONAL CARE UNIT**

**Effective Date:** January 10, 2003

**Policy #:** TCU-05

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- I. PURPOSE:** To ensure the safe handling, proper administration/self-administration and documentation of medications. To prepare patients for discharge from Montana State Hospital by increasing their level of knowledge related to their prescribed medication and enhancing their skills/abilities to responsibly self-administer medication, discuss medication related issues with health care providers and to obtain medication prescriptions/refills from the pharmacy.
- II. POLICY:** Montana State Hospital has the responsibility to provide each patient, consistent with their abilities, medication education and to ensure the safe handling and storage of medications. Patients will be assessed and findings documented with regards to the effects/side effects of prescribed medication.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
- A. Physician
    1. Assessment/evaluation of patient medication issues no less than monthly
    2. Written orders/prescriptions for medication
  - B. Licensed Nursing Staff
    1. Receive and transcribe physicians' orders
    2. Supervise patient setting up own medication box, and approve medication box as set up by the patient
    3. Observe and report medication side effects, adverse reactions, efficacy, and administration compliance
    4. Conduct medication education groups
    5. Report and record medication education
    6. Ensure that the level of medication management/self administration is defined on the patient's treatment plan.
    7. Educate T.C.U. staff in observing for and reporting side effects and adverse reactions.
  - C. Non-licensed nursing staff
    1. Remind and observe patients' self administration of medications

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2. Report medication compliance
3. Observe medication boxes to determine if medications are present or not
4. Observe and report symptoms of effects/side effects of medications
5. Assist with medication education

#### D. Pharmacy

1. Provide medication education information
2. Dispense medication

## V. PROCEDURES:

#### A. Self Administration of Medication

1. Patient will complete medication education/self-administration classes prior to transfer to the T.C.U. These classes will include education about the effects, side effects, contraindication and principles of medication management and safe handling.
2. Licensed Nurse providing medication education classes, in conjunction with the patient and treatment team, will determine patient's capability in regard to established levels of medication management upon transfer to the T.C.U.
3. The level of medication management will be documented on each patient's treatment plan.
4. Licensed Nurse, in conjunction with treatment team, will periodically assess patient to ensure that the patient is at the highest level of medication management consistent with their abilities.

#### B. Administration of Medications (setting up med boxes)

1. In the event that a patient is unable to self-administer their own medication, a licensed nurse will administer and document all prescriptive and over the counter medications.

#### C. Documentation and Reporting

1. All patient education will be documented in the progress notes.
2. A Medication Administration Record (MAR) will be maintained for each patient which will include all prescribed medications, documentation of medication doses administered/self administered. In the event a medication is not taken the reason for omission of the scheduled dose will be documented on the MAR.
3. Transcription of physicians' orders and documentation on the MAR will be in accordance with established Montana State Hospital guidelines.
4. The patient's response to medications, including effects and side effects, will be documented in the progress notes

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5. All medication errors, adverse drug reactions will be reported and recorded in accordance with established Montana State Hospital policy/procedure.

#### D. Medication management assessment

1. The physician will meet with each patient no less than monthly and more frequently as warranted to discuss/ assess the need for medication adjustments and/or new medication prescriptions.
2. A licensed nurse will meet with each patient no less than weekly and more frequently as warranted to discuss/assess their response to and the effects/side effects of prescribed medications. The licensed nurse will communicate all pertinent information to the physician.
3. Each patient will be observed/monitored daily by the staff assigned to the T.C.U. for effects/side effects of prescribed medications and report pertinent information to the assigned licensed nurse.
4. The T.C.U. staff will contact the assigned licensed nurse, nurse manager, or nursing house supervisor to report any unusual behavior, symptoms of physical illness, increased symptoms of mental illness and potential side effects of medications. The licensed nurse will assess the patient and make the decision to notify the physician when necessary.

#### E. Storage and Safe Handling

1. All medications will be kept in a locked area which is not removable from the T.C.U.
2. All medications requiring refrigeration will be stored in a locked area of a refrigerator segregated from all food items. The refrigerator temperature will be monitored and recorded daily by the unit staff as assigned
3. All medication will be stored in the container dispensed by the pharmacy with the label intact and clearly legible. Medication removed from such containers to be appropriately placed in med organizers will be done so only under the supervision of a licensed nurse.

**VI. REFERENCES:** MSH Policies: Adverse Drug Reaction Reporting, Medication Administration & Safe Handling; the MSH Medication Manual; and Administrative Rules of Montana, Mental Health Center: Medication Management 37.106.1950.

**VII. COLLABORATED WITH:** Director of Quality Improvement and Public Relations, Medical Director, Team Leaders, Director of Nursing Services, and Hospital Administrator

**VIII. RESCISSIONS:** H.O.P.P. #TCU-05-99-N, Medication Management and Self Administration – Transitional Care Unit dated July 28, 1999.

## MEDICATION MANAGEMENT AND SELF ADMINISTRATION – TRANSITIONAL CARE UNIT

**IX. DISTRIBUTION:** TCU Policy and Procedure Manuals

**X. REVIEW AND REISSUE DATE:** January 2006

**XI. FOLLOW-UP RESPONSIBILITY:** RN Supervisors of the Montana State Hospital Mental Health Center.

**XII. ATTACHMENTS:** None

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Thomas Gray, MD Date  
Medical Director